

Employee Time Entry - Labor

Quick Reference Guide for Managers / Proxies

How to VIEW Employee Time Records

1. On the Employee Time Summary page, you can filter employees by selecting the Time Card Status
2. To view a specific employee's time record, click "**X**" under the Function Code (FC) corresponding to the employee's name
3. Click **Time Entry Form** button
4. The **Employee's Time Entry** form will appear

How to APPROVE Employee Time Records

1. On the Employee Time Summary page, view a specific employee's time record, by clicking the "**X**" under the Function Code (FC) corresponding to the employee's name
2. Click Time Entry Form button
3. Review the Employee's Time Records for Week 1 and Week 2. If you have questions on which Account Template to choose, please contact your payroll department.
4. Click **Approve**
5. Read the Certification Acknowledgement and then click **Accept**
6. To return to the Employee Summary page, click Back on the top toolbar

NOTE: Once you **Approve** the time record, you will not be able to modify unless you reject the time record.

How to REJECT Employee Time Records

1. On the Employee Time Summary page, view a specific employee's time record by clicking the "**X**" under the Function Code (FC) corresponding to the employee's name
2. Click **Time Entry Form** button
3. Click **Reject** – remember, you will reject time records for both Week 1 and Week 2
4. To return to the Employee Summary page, click **Back** on the top toolbar

How to CHANGE/UPDATE Employee Hours (specific line item)

1. On the Employee Time Summary page, view a specific employee's time record, by clicking the "**X**" under the Function Code (FC) corresponding to the employee's name
2. Click **Time Entry Form** button and the time records for that pay period will appear
3. Verify the Time Card Status (located in the upper right hand corner) displays Missing, Entered, or Rejected. If the time record is not in one of these statuses, you will not be able to modify the time record.
4. Select **Change** under the Function Code (FC) corresponding to the line item you want to change / update and then make the necessary changes. If you have questions on which Account Template to choose, please contact your payroll department.
5. Click **Save**
6. Repeat these steps for each line item

How to DELETE Employee Time Records (specific line item)

1. On the Employee Time Summary page, view a specific employee's time record, by clicking the "**X**" under the Function Code (FC) corresponding to the employee's name
2. Click **Time Entry Form** button
3. The time records for that pay period will appear
4. Verify the Time Card Status (located in the upper right hand corner) displays Missing, Entered, or Rejected. If the time record is not in one of these statuses, you will not be able to delete the time record.
5. Select **Delete** under the Function Code (FC) corresponding to the line item you want to delete
6. Click **Save**

If necessary, add a new line item to replace the deleted line item by selecting **Add** under the Function Code (FC) and adding the appropriate pay code and hours

NOTE: To make a correction on a pay code, you must follow the directions above and delete the entire line. The system will not allow you to change the pay code field only.

How to DELETE Employee Time Records (entire time record)

1. On the Employee Time Summary page, view a specific employee's time record, by clicking the **"X"** under the Function Code (FC) corresponding to the employee's name
2. Click **Time Entry Form** button
3. The time records for that pay period will appear
4. Verify the Time Card Status (located in the upper right hand corner) displays Missing, Entered, or Rejected. If the time record is not in one of these statuses, you will not be able to delete the time record.
5. Select **Delete ALL** on the top tool bar
6. System will delete time records for Week 1 and Week 2

How to Print a Time Record

1. Enter your **EIN** in the Employee field
2. Select the **Pay Period**
3. Click **Inquire**
4. The time records for that pay period will appear
5. On your keyboard, click the **Print Screen** key.
6. Open a Word document and then select **Paste**.
7. Go back to Employee Time Entry and select the Week 2 tab
8. On your keyboard, click the **Print Screen** key.
9. Go back to the Word document and then select **Paste**.
10. Now you can either save or print from the Word document.

How to View an Employee's Previous Time Record

1. On the Employee Time Summary page, view a specific employee's time record, by clicking the **"X"** under the Function Code (FC) corresponding to the employee's name
2. Click **View Previous Time Records** on the left navigation bar
3. Select the **Pay Period Start Date** you wish to view
4. Click **Inquire**
5. You can also click "Previous" or "Next" to access the pay period

How to Enter a Comment

1. Under Week 1 or 2, select **Add / Change / Delete** under the Function Code (FC)
2. Select **Pay Code** (see below for full listing of pay codes)
3. Enter your **Hours** for time worked or leave taken in the hours field and then click **SAVE**.
4. In the Hours field, right click your mouse and then click **Attachments**
5. Click **+** next to Comment
6. Click **Add Comment**
7. Enter **Title** and **Text** of the Comment
8. Click **Add**.

How to Edit a Comment

1. In the Hours field, right click your mouse and then click **Attachments**
2. Click on the Comment you wish to **Edit**
3. If applicable, make **changes** to the comment
4. Click **Change** on the bottom of the form

How to Delete a Comment

1. In the Hours field, right click your mouse and then click **Attachments**
2. Click on the Comment you wish to **Delete**
3. Click **Delete** on the bottom of the form

*** Always refer to the lower left toolbar of the screen for ETE messages (i.e. save successful, time card submitted, etc). If the message "DONE" appears on your screen, please call the HRIS Help Desk at 602.542.4700.

Pay Code Listing for All Employees:

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Paycode	Description	Usage
100	Regular Pay	Regular Hours worked <= 40 in a week
100A	Staff Development	Training Hours worked during the regular work day
106	Board or Commission Salary	Earnings from Board or Commission Meetings
107	Temporary Employee Salary	Hours worked by Temporary employees
107A	Temporary Employee Salary No Retirement	Hours worked by Temporary employees
110	Telecommuting Pay	Approved Hours worked away from the office*
112	Governor's Mentor Program	Tracking Hours for the program (No Pay)*
300	Annual Leave	Vacation Hours Taken
308	Donated Leave Taken	Donated Hours Taken*
310	Sick Leave Taken	Sick Hours Taken
311	Sick Leave Family	Family Sick Hours Taken (40 Sick Hours per calendar year)*
320	Holiday Pay	Holiday Hours Taken on the State Observed date*
340	Bereavement Leave Taken	Approved Hours Taken (24 to 40) (Out of State)*
350	Civic Duty	Approved Hours for Jury Duty, Testifying for State, Voting *
355	Paid Leave of Absence	Approved Hours for Organ/Bone Donation, National Disaster Medical *
360	Education Leave Taken	Education Hours Taken*
370	Recognition Leave Awarded	Recognition Hours Taken within 1 year of award*
375	Admin Leave – Investigation	Paid Admin Leave during State Investigation
376	Admin Leave – Emergency	Paid Admin Leave/State Mandated Emergency
380	Military Leave Taken	Using Federally allotted Hours (240 in 2 consecutive years)*
630	Industrial Leave Without pay	Tracking Industrial Leave (Hours- No Pay)
640	Leave without Pay	Tracking Leave (Hours- No Pay)
641	Leave without Pay-Unauthorized	Tracking Leave (Hours- No Pay)*

Additional Pay Codes for EXCLUDED Employees:

102	Excluded Employee Extra Hours	Hours worked in excess of normal schedule (No Pay)*
105	Partial Day Absence	Hours not worked in normal schedule (Paid)*

Additional Pay Codes for EXEMPT/NON EXEMPT Employees:

101	Regular in Excess of 40 Hours	Portion of Overtime Hours paid at straight time or time and one-half*
321	Holiday Leave Earned	Reserving Holiday Hours to use in future week or pay period
322	Holiday Leave Taken	Using reserved Holiday Hours
330	Compensatory Time Taken	Comp Hours Taken*
800	Comp Time Earned	Reserving Hours Worked over 40 as Comp Leave*

Attendance Code Listing for All Employees*

DB	Bone Marrow Donor Leave - 5 Days	Tracking Leave Taken as a Result of a Bone Marrow Donation
DC	FMLA Self Bone Marrow Donor	Tracking FMLA as a Result of a Bone Marrow Donation
DT	Organ Transplant Donor Leave-30 Days	Tracking Leave Taken as a Result of an Organ Donation
DU	FMLA Self Organ Transplant Donor	Tracking FMLA as a Result of an Organ Donation
ND	National Disaster Medical Leave	Tracking National Disaster Medical Leave Training or Differential
MD	Military Differential	Tracking Payments Made to Supplement Amount Paid by the Military
FS	FMLA Self	Tracking Approved Leave Hours under Family & Medical Leave Act
FF	FMLA Family	Tracking Approved Leave Hours Taken to Care for a Family Member
FY	FMLA Family Exigency	Tracking Approved Leave Hours Taken for an Urgent Family Situation
FZ	FMLA Family Service Member Caregiver	Tracking Approved Leave Hours to Care for a Family Service Member
ML	Military Leave Exceeded	Tracking After 240 Hours of Military Leave have been exhausted
IN	Industrial	Tracking Leave Hours for Industrial Leave
IS	FMLA Self Industrial	Tracking Leave Hours for Industrial Leave also approved as FMLA
SW	Suspension Without Pay	Tracking Leave Without Pay for a Suspension
FR	Agency Designated Furlough	Tracking Hours for Furlough that are Agency Specific